



VINEETH K V

SENIOR ACCOUNTANT

PROFILE SUMMARY

Accountant with **10 years'** experience in field of finance and accounts. Appreciative in Day Book & AP, AR Bank Reconciliation Tax valuation and filing as well.

CONTACT DETAILS

☎ **+971 545480475**

✉ vineethkviswan@gmail.com

🏠: FLAT#10, 1ST FLOOR, BUILDING NO-63, 30th STREET, BIDA BIN AMAR, AHERIJ, AL AIN, UAE.

PERSONAL DETAILS

GENDER : MALE

NATIONALITY : INDIAN

VISA STATUS : EMP VISA

LINGUISTIC PROFICIENCY

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

TECHNICAL SKILLS

- MS OFFICE
- TALLY ERP9
- QUICK BOOK
- ZOHO BOOK
- MS DYNAMICS 360
- POS SAPAAD

WORK EXPERIENCE

GLOBAL CORP GROUP LLC. AL AIN, UAE

SENIOR ACCOUNTANT

1-AUG-2021 - PRESENT

- Receivables and payment clearance
- Verification of all reports and books of accounts
- Preparation ADTA Report and updating.
- Bank reconciliation
- Credit card and reconciliation
- Handling Day Book and Petty Cash Book

WORK EXPERIENCE

NEHAL HOTEL ABU DHABI, UAE.

SENIOR ACCOUNTANT

15-JUL-2019 - 15- JUL- 2021 -- 2 Years.

- Preparation of financial statement P&L A/c, Balance Sheet.
- Supplier's cheque processing and payment clearance.
- Receivables and payment clearance
- Verification of all reports and books of accounts
- Preparation ADTA Report and updating.
- Bank reconciliation
- Credit card and reconciliation

WORK EXPERIENCE

GOOMO ORBIT CORPORATE & LEISURE TRAVEL (P) LTD

BRANCH ACCOUNTANT

05-JUN-2017 - 05- JUN- 2019 -- 2 Years.

- DMC payment Authorization and payment process.
- Handling outstanding Reports and collection status.
- Handling Day Book and Petty Cash Book
- Administration of branch and book of accounts.
- Payment and Receipt update and reconciliation Reports.
- Weekly wise summary report preparation
- Ensuring safe custody of cash, documents and records.

INTERESTS

- **TRAVELLING**
- **WRITING**
- **MUSIC**
- **MOVIES**
- **SWIMMING**

PERSONAL TRAITS

- Hard working mentality coupled with dedication, sincerity and efficiency.
- Good team player
- Willing to take up challenges and strive for continued excellence,
- Ability to work independently and turn out result of the most original kind,
- Good grasping capacity with confidence and creativity.

COZMO TRAVEL PVT LTD

SENIOR ACCOUNTS EXECUTIVE

03-SEP-2015 - 29-MAY-2017 -- 1.8 Years.

- Analyzing Branch wise transactions and accounts
- Preparation and maintenance of cash book.
- Preparation of weekly wise summary reports.
- Bank and Cash Book reconciliation.

TATA CONSULTANCY SERVICES LTD

SENIOR PROCESS EXECUTIVE

11-MAY-2011 – 12-AUG-2014 -- 3.3 Years.

- Analyzing fraud transactions in credit cards.
- Handling visa and maestro card verification.
- Analyzing each category of fraud counterfeit lost and stolen.
- Analyzing cardholders comments and resolve the query.
- Preparing Weekly Trends Report and Chargeback Summary.

EDUCATIONAL QUALIFICATION

 **MASSTER OF BUSINESS ADMISTRATION 2008- 2010 (FINANCE AND MARKETING)**

Guruvayurappan Institute of Management Coimbatore, India.

 **BACHELOR OF COMMERCE 2004- 2007**

NSS College Kerala University, Kerala, India.

KEY SKILLS

- Good time management skill
- Sincere hard working flexible confident and optimistic
- Positive and professional attitude and multi task effectively.

ACCREDITATIONS

- Post graduate diploma in Entrepreneurship,
- Diploma in Computerized Financial Management

EXTRA CURRICULAR ACTIVITY

- Had actively been a part of organizing inter college management meet during my graduation days.

REFERENCES

Available on Request.